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RECORDS MANAGEMENT DIVISION

28 June 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Transfer of Supplemental Distribution functions

1. The recent management survey of the Records Center operation recommends that both the supplemental and initial distribution activities be transferred out of the operation along with 3 GS-5 slots. The following remarks are concerned with the recommendations regarding supplemental distribution and the transfer of the slots. It is felt that acceptance of the point of view and the plan of transfer discussed below would be beneficial for operations in both the Center and OCD.

2. General

The term "supplemental Distribution materials" has come to be applied to a variety of records created by offices of the Agency. Records containing both raw and finished intelligence are covered by the term. However, the end product of the Agency, the final record, is the finished intelligence report. In a sense, these reports are more truly "record material" of enduring administrative and historical value than are the information reports in the Distribution Unit. These information reports are "master copies" used as a tool in reproducing copies of records. The actual "record copies" of such reports are either among retired records in the Center or are being retained by the creating office.

3. Supplemental Distribution Materials

There is presently housed in the Center 323 cubic feet of information reports and 7500 cubic feet of finished intelligence reports. Requests for retention copies of these records are received and serviced daily. During the past fiscal year 31,000 copies of information reports and 22,000 copies of finished intelligence reports were furnished.

The information reports are single master copies and must be reproduced on request by the autostat, ozalid or ditto process. The process is determined by the nature of the master copy. These reports are relatively small in volume and are stored in file cabinets.

Finished intelligence reports are for the most part printed matter. The number of copies of each report in storage ranges from 6 to 200 and these are filed in records center boxes on steel shelving.

RETURN TO RECORDS CENTER

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4. Proposed Plan for Transfer of Distribution Function

All information reports should be transferred to OCD for servicing because:

- a. These reports are relatively small in volume (323 cubic feet) and could be stored in 41 legal size file cabinets. The cabinets, along with reproduction equipment would require only about 600 sq. ft. of space.
- b. Information reports would be very suitable for microfilming and could be incorporated in the present film coverage project of OCD.

All finished intelligence reports should remain with the Records Center because:

- a. The volume of these records (7500 cubic feet) makes it impractical to retain them in expensive equipment and office space in the Metropolitan Area. During the past fiscal year (1954) the volume of these records increased at the rate of 300 cubic feet per month, and it is presumed this rate of accretion will continue throughout the coming year. In records center boxes and on steel shelving 10 shelves high this material occupies 2700 sq. feet of floor space. If stored in letter size filing cabinets these records would require 1250 cabinets and would occupy 8750 sq. ft. of space.
- b. When the Records Center moves to the field it will be able to receive and store, as well as provide reference service on, these reports just as it has in the past.

5. Transfer of Positions

No positions should be transferred with the supplemental distribution activity because the T/O of the Center is not now adequate to perform the functions properly those of a records center operation.

- a. The supplemental and initial distribution activity was "attached" to the Center operation in its beginning days as an additional function. The Center has now about doubled its holdings in the past fiscal year (7600 to 14,000 cubic feet), and it is estimated that more than 20,000 cubic feet will be in storage at the close of fiscal year 1955. In this expanding operation, it has not been possible to perform necessary work on records holdings because of the work load imposed by the distribution activity. Such essential work as the identification, analysis, description and arrangement of certain groups of records has been postponed. During the coming months much time must be devoted to preparing the records holdings for the move into the field. This work includes the repacking and labeling of badly worn or damaged containers, and the assignment of master control numbers to groups of records in order to insure orderly movement into the new Center. Under present conditions, the greater portion of this work must be done on overtime, since personnel can not be effectively utilized during normal working hours in functions that are properly those of a center operation.

6. Distribution Material Statistics as of June 25, 1954

Volume holdings:

Information reports	323	cubic feet
Administrative Issuances	36	" "
Finished Intelligence	7500	" "

Servicing activity (items furnished F. Y. 1954)

Information reports	31,161
Administrative Issuances	290,000
Finished Intelligence	22,628



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